

Communicating Change Consultative Group, 14th Meeting, WELB Head Office, Omagh, 03 November 2009

Present: Emma Hegarty (CCMS)
Richard Bullick (SELB)
John Martin (BELB)
Nigel McCosker (WELB)

Apologies: Frances Donnelly (NICIE)
Pat Ward (WELB)
David Guilfoyle (YCNI)
Micheal O Duibh (CnaG)
Patricia Weir (Staff Comm)
Daryll Kenny (NEELB)
Ruth Maguire (CCEA)
Karen Gribbon (CCEA)
Sarah Lowe (SEELB)
Michael Henderson (DE)

In attendance: Joe Reynolds (DE)
John McCourt (DE)
Geraldine Quinn (DE)
Robert Shilliday (ESAIT)
Angela Devine (ESAIT)
Frances Byrne (ESAIT)

1. Robert Shilliday welcomed everyone and thanked Nigel McCosker and Angela Devine for hosting the meeting and welcomed Nigel to his first meeting.

2. Minutes of meeting 05 October 2009

The minutes were agreed without amendment.

3. Actions Arising Robert Shilliday

A message to staff once Consideration Stage is completed will be covered in the Legislation Update.

Robert thanked those who submitted suggestions on issues to be covered in future webcasts and said all will be considered.

A communication to School Principals on a range of issues including banking tenders and human resources issues is being finalised and will be copied to the group once issued.

Robert thanked those who had submitted feedback on RPA News – Issue 4.

RPA News – Issue 5 would be discussed as an agenda item.

4. Legislation Update

Joe Reynolds

The Minister is aiming to discuss with her Executive colleagues the proposed amendments to Bill 1 during its meeting on Thursday and reach an agreed Executive position. This will then allow the Bill to move to Consideration Stage in the Assembly.

If this is agreed, Consideration Stage could be 17 November with Further Consideration Stage 30 November as under Standing Orders there has to be five working days between each stage. If Standing Orders are suspended, the different stages of the Bill could run on consecutive days.

A member of the group asked if ESA was still on course for 1 January 2010. Joe replied that 1 January was still the date for the establishment of ESA and convergence work was continuing to ensure that everything was in place on that date. It was an Executive decision that ESA should be established on 1 January and if this was not achieved, there would be financial consequences.

5. ESAIT Update

Robert Shilliday

5.1 Brand development

Work has been continuing on developing a brand for ESA and an overarching Education brand. The group then discussed the various images and colours that have been produced by the designers for both the ESA and Education brand.

Three local schools have been consulted on the various designs and their views and the views of Will Haire, Gavin Boyd and Seán Hogan will be incorporated before being presented to the Minister.

5.2 Brand roll out

Transport, signage and stationery will be the main priorities regarding brand roll out. Changes to headquarters signage will begin from 1 January and Angela Devine will be in contact with each organisation to identify a co-ordinator. It is also hoped to re-brand all transportation vehicles by the end of February.

ESA branded stationery is to be used from 1 January but old stock should be run down. Written guidance on this issue will be issued to staff in due course.

5.3 Comments section on ESAIT website ***Frances Byrne***

Frances advised the group that a new facility had been added to the ESAIT website which allows staff from across the organisations to share their views with colleagues and asked the group to inform their colleagues of the new facility.

5.4 Staff Transfer Scheme

Frances Byrne

The Staff Transfer Schemes for staff affected by RPA will be published on the ESAIT website shortly. Each individual organisation will be making arrangements to consult with their staff over the coming weeks on their respective scheme.

There is also the option on the ESAIT website to post any questions with the most frequently asked questions being developed to form a Q&A on Staff Transfer Schemes.

5.5 ESAIT Roadshows

Angela Devine

Angela informed the group that ESAIT will be hosting roadshows for affected staff from across all the organisations in the run up to January 2010. Representatives from ESAIT, DE and the relevant organisations will attend each roadshow.

5.6 Media Monitoring

Angela Devine

Angela updated the group on the research that she had carried out regarding the range of media monitoring services that each organisation receives and provides within their respective organisation. A meeting has been planned with the Communications Directorate within the Health Trusts to identify the services they receive and provide.

After discussing the various services that are available, Robert asked the group if they could forward any comments they have on the subject to himself.

5.7 ESA Internet/Intranet

Robert Shilliday

Robert informed the group that a working group had been established to develop an interim internet and intranet sites and also identify what content should be published on both.

Robert agreed that copies of the outlines for both the intranet and internet would be circulated to the group for their comment.

5.8 Pulse Survey

The first pulse survey will begin on Monday 9 and finish on Tuesday 17 November. A link will be sent to approximately 5 - 600 staff in a range of grades across the RPA affected organisations including DE seeking their views.

Chief Executives will be notified in advance of the survey starting and the group will be copied into any communication. The results of the survey will be shared with the group before the roadshows begin.

5.9 Vodcast

Gavin Boyd is due to record his next vodcast on 13 November and this will be published on the ESAIT website during the week beginning 16 November. The group were asked to forward any issues they like to see covered in future vodcasts to Robert

6. RPA News

Joe Reynolds

Joe informed the group that RPA News – Issue 4 was issued through the system. No thoughts had been received from the group on articles they would like to see covered in future issues.

It was agreed at the previous meeting that an edition would be issued in November and December, but with the group's approval one edition would now be published before January.

Geraldine Quinn asked the group to forward any thoughts they had on future articles to Robert or herself.

A member of the group asked if there had been any thought on how the Communications Team within ESAIT would work and also the process of clearing press queries come January 2010.

Robert replied that guidelines and structures were currently being developed and would be communicated in due course.

7. AOB

Joe Reynolds

7.1 Communication to Irish Maintained Schools

Micheal O Duibh had asked that an issue relating to communications to Irish Medium schools be raised and discussed by the group. Joe advised the group that as Micheal was unable to attend the meeting, he would speak to Micheal regarding the matter and raise with the group at a future meeting if required.

7.2 Advisory Body for Controlled Sector

The body is due to meet again on 25 November. Following this meeting, Joe will forward a paper to the group outlining the brief of the advisory body and asked the group if they could forward this within their organisations.

7.3 Bill 2

A member of the group asked about the position of Bill 2 and if the Committee had asked for an extension? Joe replied that the Bill was still in draft form but a copy had been sent to the Committee as part of the pre-legislative scrutiny. The Committee may only request an extension to the Committee Stage after the Bill has been formally introduced in the Assembly, had a Second Stage and reached Committee Stage.

7.4 ESA Launch

A member of the group enquired regarding media arrangements for the launch of ESA. Robert replied that there were no plans for a big launch on the first day.

8. Dates for future meetings

The group agreed to change the date for the next meeting to Monday 7 December at 10.30am with a venue to be confirmed.

Action Point	Assigned to	Due by
5.2 Contact with each organisation to identify a co-ordinator for signage	Angela Devine	
5.6 Comments on media monitoring currently being provided	Members of CCCG	
5.7 Comments on interim website look	Members of CCCG	
5.8 Notification of survey and results	Robert Shilliday	
5.9 Issues to be covered in future vodcasts	Members of CCCG	
6. Articles for RPA News – Issue 5	Members of CCCG	
7.2 Paper on brief of Controlled Sector advisory body	Joe Reynolds	